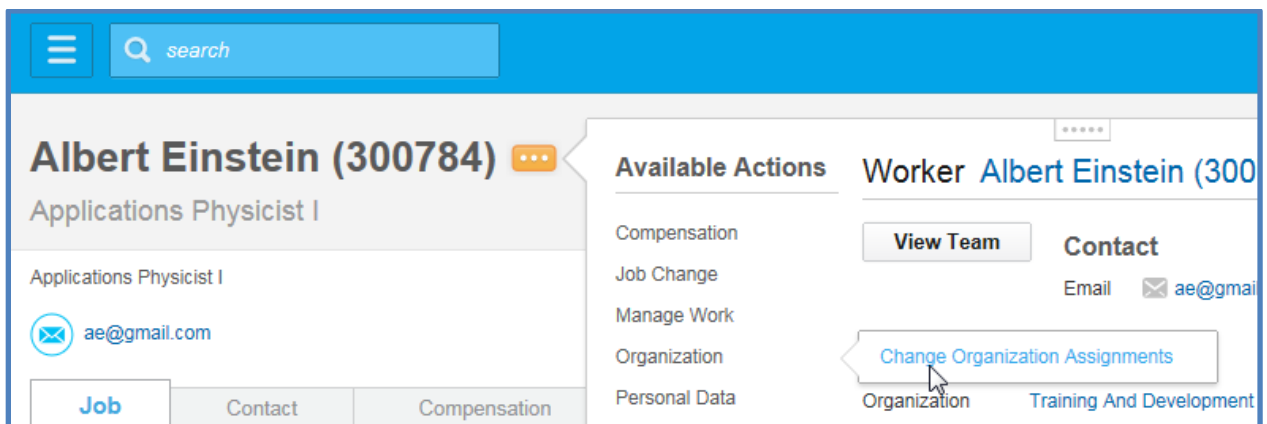


FermiWorks

Change Mail Station

12.23.14

1. Enter the worker's name in the Search box.
2. Press **Enter**.
3. Select the **employee's name** from the Search Results list.
4. Click the **Related Actions** to the right of the employee's name.
5. Click **Organization > Change Organization Assignments**.



The Effective date and Worker auto populate.

6. Click OK.
7. Scroll down to **Mail Stop**. Enter the new Mail Stop.

NOTE: The Mail Stop Number will convert to a physical location.

8. Click **Submit**.